INDIANA DEPARTMENT OF CORRECTION

# STAFF DEVELOPMENT & TRAINING

# THIRD QUARTER TRAINING CALENDAR JANUARY - MARCH 2008



J. DAVID DONAHUE, COMMISSIONER
DANIEL G. RONAY, DIRECTOR



OUR MISSION

PROVIDE
PROFESSIONAL
DEVELOPMENT
OPPORTUNITIES
TO
CORRECTIONAL
STAFF
THROUGH
KNOWLEDGE
AND
SKILL BASED
TRAINING

J. DAVID DONAHUE, COMMISSIONER
DANIEL G. RONAY, DIRECTOR



"Training is such a critical component for enhancing the level of professionalism in the field of corrections in Indiana, and I am very pleased that the standards reached by the Indiana Department of Correction's Training Institute now ranks among the highest in the nation."

- J. David Donahue, Commissioner



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"As the Staff Development and Training Division surges forward in providing the finest of service support to field staff, many new training opportunities are being created and on the horizon of implementation. There is a need for training in every arena, in every walk of life."

- Daniel G. Ronay, Director

# STAFF DEVELOPMENT & TRAINING DIRECTORY

765/521-0230 **Phone** 

765/521-0595 **Administration Fax** 

765/529-6873 **Fax** 

Andrick, Matt	Correctional Trainer	#5013	mandrick@doc.in.gov
Batchfield, Vance	Housekeeping	#5015	
Bowling, Shannon	Correctional Trainer	317/233-1014	sbowling@doc.in.gov
Catron, Debbie	Administrative Assistant	#5007	dcatron@doc.in.gov
Coy, Darren	Maintenance Foreman	#5022	dcoy@doc.in.gov
Davis, Jerry	Housekeeping	#5015	
Dickinson, Sharon	Program Secretary	#5015	sdickinson@doc.in.gov
Fox, Darrell	East Regional Training Mang.	#5008	dfox@doc.in.gov
Guyer, Matt	Correctional Trainer	#5014	mguyer@doc.in.gov
Hall, Amanda	Parole Trainer	317/233-6929	ahall@doc.in.gov
Harris, Jackie	Housekeeping	#5015	
Hawkins, Evan	Strategic Planner /Org. Dev.	317/234-3353	ehawkins@doc.in.gov
Iszler, Bernie	Community Corr. Trainer	317/439-5430	biszler@doc.in.gov
Keever, Susan	Housekeeping Team Leader	#5015	skeever@doc.in.gov
Keffaber, Dawn	Correctional Trainer	#5004	dkeffaber@doc.in.gov
Lampa, Ed	Communications Specialist	317/233-3326	elampa@doc.in.gov
	Asst. Director Operations	#5005	
McCorkle, Delaura	Administrative Assistant	#5006	dmccorkle@doc.in.gov
Oʻkeefe, Tamra	Correctional Trainer	#5013	tokeefe@doc.in.gov
Pew, Kristi	Correctional Trainer	#5001	kpew@doc.in.gov
Pribble, Gary	Maintenance Foreman	#5021	gpribble@doc.in.gov
Riley, Nancy	Asst. Director of Programs	#5003	nriley@doc.in.gov
Ronay, Daniel	Director	317/232-1757	dgronay@doc.in.gov
Stunda, Chris	SD&T Manager	#5017	cstunda@doc.in.gov
Vought, David	Curricula Dev. Manager	#5010	dvought@doc.in.gov
White, Michael	Correctional Trainer	317/233-1014	mwhite@doc.in.gov
Zasada, Jonnie	Technology Trainer	317/232-6928	jzasada@doc.in.gov

# CORRECTIONAL FACILITIES & ABBREVIATIONS



#### ADULT

Branchville CF	втс
Chain O'Lakes CF	COL
Correctional Industrial Facility	CIF
Edinburgh CF	JCU
Henryville CF	НУС
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indianapolis Men's Community Re-entry Center	MCRC
Indianapolis Women's Community	
Re-entry Center	WCRC
Madison CF	MCU
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Plainfield Re-entry	PREF
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC



# The Mission of the Department of Correction

The mission of the
Indiana Department of Correction
is to empower the agency's staff
of correctional professionals
to increase public safety and reduce
recidivism through successful
reentry programs that allow offenders
the opportunity to positively
contribute to Indiana communities.

## JUVENILE

Camp Summit	SFJ
Indianapolis Juvenile CF	IJCF
Logansport Juvenile CF	LJF
Northeast Juvenile CF	NEJ
Pendleton Juvenile CF	PNJCF
South Bend Juvenile CF	SBJ



# The Preservice Training Academy

is designated and approved by the Commissioner for the training of new staff working for the Indiana Department of Correction. New staff must complete this training prior to supervising offenders, or working in any other Division of the Department.

The Regions listed below are designated as Regional Preservice Academy sites and may conduct all three weeks of the Preservice Academy Curricula.

#### PRESERVICE REGIONAL ACADEMIES

East Region	Managers Darrell Fox	765/521-0230 ext. #5008
North Central Region	Sharon Deford	765/689-8920 ext. 5513
Central Region	Kathy Goen	317/839-2513 ext. 1927
West Region	Ken Kortum	765/653-8441 ext. 340
North Region	Eric Comeno	219/785-2511 ext. 4140
Juvenile Academy (week four)	Nancy Riley	765/521-0230 ext. #5003

Academy places emphasis on establishing and maintaining a secure and safe environment for staff, offenders and visitors through professionalism, ethical conduct, teamwork and the implementation of best-correctional practices.

#### PRESERVICE ACADEMY

Regional Academy
4 Offerings

\* TBA (To Be Announced)

**Target Audience:** All new staff that have daily or regular offender contact attend a Preservice Academy unless they have been separated from the Department employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave.

		Week One COURSE 001620	Week Two COURSE 001621	Week Three COURSE 001622
	Session Numbers	Dates:		
2008	0116	January 7-11	January 14-18	January 21-25
	0117	February 4-8	February 11-15	February 18-22
	0118	February 25-29	March 3-7	March 10-14
	0119	March 24-28	March 31- April 4	April 7-11

Class Size: Designated per classroom space and resources Time: 8:00 a.m. - 4:30 p.m. Training Credit: 120 hours

**Synopsis:** The Correctional Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics in a formal classroom setting. Training is presented by knowledgeable and qualified instructors.

#### MAKING A CHANGE PRESERVICE ACADEMY

3 Offerings Week Four

(JUVENILE STAFF WEEK 4)

**Target Audience:** All new staff assigned to a juvenile facility must attend the Making A Change Preservice Academy in addition to completing the Regional Preservice Academy, weeks one, two and three.

2008	Course	Session Number	Date	Location
	002189	0006	January 28 – February 1	Correctional Training Institute
		0007	February 25 – 29	Correctional Training Institute
		8000	March 17 – 21	Correctional Training Institute

Class Size: Designated per classroom space and resources Time: 8:00a.m. - 4:30p.m. Training Credit: 40

**Synopsis:** The Correctional Preservice Making A Change Academy consist of a one-week curriculum that is designed to assist employees in developing knowledge, building skills and providing educational activities related to staff responsibilities in a juvenile correctional environment. Participants receive instruction on a variety of juvenile correctional topics.

### **LEADERSHIP COURSES**

Staff Development & Training continues to provide intensive training at the Supervisory/Management level. Leadership courses provide correctional supervisors with the leadership skills and knowledge needed at various levels of supervision.

COURS	COURSE 001779 Correctional Management/ CUSTODY SUPERVISORY TRAINING Contact David Vought (765) 521-0230 Ext. #5010			
2008	Session Number	s Dates	Location	
	0082	? February 21 - 22	Putnamville Correctional Facility	
	0019	March 5 - 6	Correctional Training Institute	
	0081	March 12 - 13	Miami Correctional Facility	
	Target Audience	e: Sergeant, Lieutenants, Captains and Majors		
	Class Size	Size: Up to 24 participants		
	Time	8:00 a.m 4:30 p.m.		
Tro	aining Credit Hours	s: 15 hours		
	Synopsis			

## TRAINER DEVELOPMENT PROGRAMS

COURSE 000480 PRESENTATION SKILLS/ THE BASICS Contact Darrell Fox (765) 521-0230 Ext. 5008			
2008 Session Number	•	Location	
0446	March 19	Correctional Training Institute	
Target Audience:	Any staff member utilized as an adjunct trainer for any Preservice Academy Program. This one-day course is designed for trainers, collateral trainers, and any staff who are required to make presentations.		
Participant Numbers:	Up to 12 participants per class		
Training Credit:	6 hours		
Time:	9:00 a.m 4:00 p.m.		
Synopsis:	The program provides basic techniques and knowledge needed for giving effective presentations. Problem areas and solutions for those areas are covered. Program provides an opportunity to learn the necessary knowledge and skill techniques for effective presentations.		

COURSE 000958 IDOC New Correctional Training Officers Orientation (NTO)  Contact Nancy Riley (765) 521-0230 Ext. 5003			
2007 Session Number	Date	Location	
0017	March 4 - 5	Correctional Training Institute	
Target Audience:	All new Corrections	l Trainers are required to attend this class	
	Within the first th	ree months of selection/appointment	
Participant Numbers:	Up to 12 Participan	ts per class	
Training Credit:	15 Hours		
Time:	8:00a.m 4:30p.m		
Synopsis:			

COURSE 000596 Train the Trainer: Foundation Skills for Trainers  Contact Nancy Riley (765) 521-0230 Ext. #5003			
2008 Session Number	Dates	Location	
0153	March 31 - April 4	Correctional Training Institute	
Target Audience:	Correctional Trainers who	need to complete a Basic T for T	
Class Size:	24 participants		
Time:	8:00 a.m 4:30 p.m.		
Training Credit Hours: 37.5 hours			
Synopsis: This program will develop preparation, presentation delivery skills needed to conduct training usin curricula. Focus areas shall include; needs and char adult learners, learning styles, the role of the trainer, managing a learner-centered training environments and responding to questions, facilitating lesson plan performance objectives, and basic instructing methological program will develop preparation, presentation as in the conduct training usin curricular.		to conduct training using established all include; needs and characteristics of styles, the role of the correctional er-centered training environment, asking ons, facilitating lesson plans, teaching to	

## **CERTIFICATION PROGRAMS**

Staff Development & Training will sponsor, host or collaborate with internal or external agencies, academic institutions and vendors / consultants for knowledge/skill based learning opportunities for Department staff.

COURSE 001027 MENTORING PROGRAM TRAINING  MCF - Contact Sharon Deford (765) 689-8920, Ext. 5513  CTI - Contact Darrell Fox (765) 521-0230, Ext. #5008  ISF - Contact Ken Kortum (765) 653-8441, Ext. #340  IYC - Contact Kathy Goen (317) 839-2513, Ext. 1927			
2008 Session Numbers	Dates	Location	
0120	February 12	Plainfield Correctional Facility	
0119	February 15	Miami Correctional Facility	
0122	March 18	Correctional Training Institute	
0121	March 27	Putnamville Correctional Facility	
Target Audience:	<u> </u>		
Class Size:	30 Participants		
Time:	CTI / 8:00a.m 4:30p.m. MCF / 9:00 a.m 4:00 p.m.		
	ISP / 7:00a.m 3:00 p.m. IYC / 7:30 a.m 4: 00 p.m.		
Training Credit Hours:	7.5 hours		
Synopsis:	The Mentoring Program is designed to promote professional growth, inspire personal motivation and enhance effectiveness of all new employees in the Department of Correction. The Mentor can offer seasoned experience in the form of training and socializing the new employee to the work place. Training for mentors will include how to motivate others to do their best by providing their protégé with general advice, guidance, encouragement, and honest feedback.		

COURSE JAIL SA	FE	
Contact	Chris Stunda	(765) 521-0230 ext. #5017
2008	Date	Location
	March 4	Correctional Training Institute
	March 18	Westville Correctional Facility
Target Audience:	Jail Employees	
Class Size:	75 Participants	
Time:	8:00a.m 4:30p.	m.
Training Credit Hours:	7.5 Hours	
Synopsis:	Synopsis: Refresher Jailer's Training at its best! These one day moderate are presented to Statewide Jailers to refresh and enhance their professional skills. Offered every other month; Safe's agenda will vary.	

COURSE 001134 Thinking for a Change (TFAC) Contact Matt Guyer (765) 521-0230, Ext. 5014			
2007 Session Number:	Dates	Location	
0182	March 4 -7	Correctional Training Institute	
Target Audience:	Target Audience: Correctional Staff who will facilitate TFAC to offenders		
Class Size: Up to 24 Participants			
Time: 8:00 a.m 4:30 p.m.		.m.	
Training Credit Hours: 30 hours			
Synopsis:	Synopsis: This workshop will train staff to become facilitators		
	of the TFAC program. Upon completion, staff will		
	be able to instruct the 22 lessons of TFAC to the		
	offender popula	tion.	

# FACILITY TRAINING REVIEWS

# Contact Nancy Riley (765) 521-0230 Ext. 5003

2008			
January	14-16	Miami Correctional Facility	(Year 1 Review)
February	4-6	Pendleton Correctional Facility	(Year 2 Review)
	11-14	Plainfield Correctional Facility	(Year 2 Review)
	13-15	Reception Diagnostic	(Year 2 Review)
	18-20	Logansport Juvenile Correctional Facility	(Year 1 Review)
March	3-5	Branchville Correctional Facility	(Mock)
	10-12	Chain O' Lakes Correctional Facility	(Year 1 Review)

# EMERGENCY RESPONSE OPERATIONS CERTIFICATION RECERTIFICATION

Emergency Response Training is designed to certify correctional staff and enhance their ability in disturbance control tactics, hostage situations, crisis intervention and other institutional emergencies.

#### Contact Matt Andrick (765) 521-0230 ext. 5013 for ERO Information

	COURSE FIREARMS INSTRUCTORS BASIC CERTIFICATION 000230		
2008	Session Number 0035	Date January 21 - February 1	Location Correctional Training Institute

COUR 000753		O ACADEMY	
2008	Session Number 0051	Date March 10 - 14	Location Correctional Training Institute

	COURSE E-SQUAD MARKSMAN ACADEMY 000754			
2008	Session Number 0037	Date March 24 - 28	Location Correctional Training Institute	

001784		act Amanda Hall (317) 233-6929	
_			
Dates:	2008	Location:	
0007	January 14 - 18	Correctional Training Institute	
Target Audience:	All New Field Stat	ff	
Class Size:	Will vary with hiri	ng process	
Time:	8:00 a.m 4:30 p.	m.	
Training Credit:	37.5 hours		
Synopsis:	This program is designed to provide basic training specific to the job		
	duties of the Field Staff Agent. New Field Staff Agents receive		
	training in topics necessary to perform their duties as a Field Staff		
	Agent. A new Fie	ld Staff Agent receives skill and knowledge based	
	instruction throu	gh the Correctional Training Institute at New	

Castle or at a Regional Facility.

PAROLE FIREARMS TRAINING Parole Firearms Training & Certification  Contact Amanda Hall (317) 484-1836, Ext. 263			
000229	2007	Location:	
0237	January 28 - February 1	Correctional Training Institute	
Target Audience:	Parole Agents		
Class Size:	Up to 45 Participants		
Time:	8:00 a.m 4:30 p.m.		
Training Credit			
Hours:	22.5 hours		
Synopsis:	This program is designed to provide firearms instruction to carry a side arm for all Parole Agents and Chemical Agent's Certification. This training will be at the Correctional Training Institute and Firing Range at New Castle.		

# Community Corrections Training: Contact Bernie Iszler (317) 439-5430

Courses	Date	Location	
Youth Level of Service (YLS-CMI)	ТВА	TBA in 2007	
Thinking for A Change "Refresh and Renew" (T4CRnR)	February 13, 2008	Shelbyville Fire Dept. Headquarters 40 W. Broadway St. Shelbyville, IN	9:00am – 3:00pm
Evidence Based Practices/ Effective Interventions	Upon Request	Regional	
Level of Service Inventory- Revised "Refresh & Renew" (R4CRnR))	February 14, 2008	Shelbyville Fire Dept. Headquarters 40 W. Broadway St. Shelbyville, IN	9:00am – 3:00pm
Level of Service Inventory- revised (LSI-R)	ТВА	Northern Indiana	
Level of Service Inventory- revised (LSI-R)	ТВА	Central Indiana	
Level of Service Inventory- revised (LSI-R)	ТВА	Southern Indiana	
ECMS	January 21-25, 2008	Southeast Regional	
ECMS	February 4-8, 2008	St. Joseph County	
ECMS	February19-22, 2008	Lawrence County	
ECMS	March 3-7, 2008	Madison County	
ECMS	March 17-21, 2008	Johnson County	
Advisory Board Development	(In development)	ТВА	
Community Supervision	January 14-18, 2008	Correctional Training Institute	

#### SYSTEMS & TECHNOLOGY STAFF TRAINING

All Systems & Technology Staff Training as listed below is coordinated through Jonnie Zasada, Staff Development & Training.

Please contact (317) 232-6928 for dates, times, and locations.

OIS (General Inquiry)

JDS (General Inquiry)

OGRE (Offender Grievance Review and Evaluation)

CCMS (Comprehensive Case Management System) for juveniles

OCMS (Offender Case Management System)

APM (Adult Program Management) part of OIS

OIS (Property Inventory Management)

PCM (Parole Caseload Management)

ASIS (Adult Student Information System)

SAMS (Substance Abuse Management System)

SOMM (Sex Offender Management System)

IA (Internal Affairs)

OTS (Offender Trust Fund System)

#### STATE PERSONNEL TRAINING

#### HOW TO REGISTER FOR STATE PERSONNEL TRAINING

#### **Registration Guidelines**

Register through your Agency Training Contact Person (ATCP). ONLY EXCEPTION: If your agency does not have an ATCP, registrations may be sent directly to the Training Division of the State Personnel Department.

The State Training Registration Form must be completed in order to register for all classes. After authorization by your supervisor or the appointing authority, forward your registration form(s) to your ATCP.

Information <u>must</u> be complete. The registration form should include <u>only</u> one person registering for <u>one</u> program.

Employees should receive confirmation from the State Personnel Department that they are registered for a class. Should the timeframe of registration not allow for a written confirmation from State Personnel, the agency should confirm the registration and location (obtained from State Personnel) to the employee.

#### **Cancellations**

Employees who cannot attend a program should telephone their ATCP or their backup as soon as possible. Cancellations for classes requiring a fee must be called in by the ATCP and received by the appropriate agency more than two business days in advance of a class; otherwise, the full cost of the class is NON-REFUNDABLE and will be billed to the agency. Employee(s) who reschedule a class at a later date will be billed again. Substitutions are acceptable.

If you have any questions, please telephone your ATCP.

#### **Charges for Training/Billing Procedures**

There is a charge for some of the classes being offered. The charges are to cover the cost of training materials and consultant fees where applicable. Prices for the classes are subject to change.

If your agency is paying for you to attend a class, you must provide the agency's 16 digit account number (Fund/Object/Center Number) on the Registration Form. Have your supervisor sign it prior to forwarding it to your ATCP.

Any employee planning to pay for a class personally must contact their ATCP first to determine if the class is still open for registrations. Next, the employee must submit to the ATCP a State Training Registration Form along with cash or check at least two weeks in advance of the class to the State Personnel Department's Finance Division. Checks should be made payable to the State Personnel Department.

Billing questions should be directed to the State Personnel Department's Training Division, IGC-S, 402 W. Washington Street, Room W161, Indianapolis, IN 46204-2261; telephone (317) 233-3282 (V) or (317) 232-4555 (V/TT)

#### **Reasonable Modifications**

Individuals who need reasonable modifications to effectively participate in training programs should contact their ATCP.



# **January 2008** Training Opportunities

For training opportunities, you will need to register through your Agency Training Contact Person (ATCP)

Mon	Tues	Wed	Thurs	Fri
	HAPPU	2	3	4
7	8 Workplace Harassment Prevention 1:30p.m4:00p.m. IN Government Center South, Indianapolis Room 16, SPD Classroom	9	10	11
14	Customer Service 9:00a.m12:00p.m. IN Government Center South, Indianapolis Room 16, SPD Classroom	Progressive Discipline** 9:00a.m12:00p.m. and Family Medical Leave** IN Government Center South, Indianapolis Room 16, SPD Classroom **Restricted enrollment to supervisor/manager and HR personnel	17	18

January Training Opportunities Cont.

21 Day	22	23	24	25
28	29	30	31	

# February & March 2008

# **Training Opportunities**

To view Indiana State Personnel training opportunities for February and March, you will need to go to the Indiana State Personnel website training page at <a href="http://www.in.gov/jobs/training/">http://www.in.gov/jobs/training/</a>



#### **ACA Manager Certification**

This training event will assist ACA Accreditation Managers and Collateral Audit Support Staff in the development and maintenance of ACA Folders. This will be accomplished through a better understanding of what the expectations are from ACA, Indiana Department of Correction, Program Review Division, and Facility Superintendents.

#### **Access Basic Computer Training**

This is a three-day program. Participants must complete all three days to receive training credit. Upon completion, participants will be able to utilize the Wizard to create tables, forms, and reports. They will create and modify tables and forms using Design View; find and edit reports; filter and Sort records; create a Select Query to view specific fields; and use forms to locate and organize information.

#### **Advanced Crime Scene Protocol**

This training is designed to refine, state wide, the current method and procedure utilized and present one common method of crime scene searching, photography, evidence collection, preservation and documentation.

#### **Advanced Verbal De-escalation**

Advanced Verbal De-Escalation is a training course that focuses on preventing physical force in juvenile correctional settings through use of effective verbal communication skills. Emphasis is placed on the techniques and underlying principles of using verbal deescalation to address conflict situations involving juvenile offenders. The course examines the nature of conflict; the different ways that individuals react to conflict; the stages of conflict encountered with juveniles; and the appropriate intervention of staff at each stage. Through role playing, discussion, activities, and simulations, participants learn and apply verbal de-escalation techniques to a range of conflict situations involving juvenile offenders. Appropriate staff intervention is taught for each stage in a conflict situation involving a juvenile offender, with particular focus given to crisis situations involving out-of-control juvenile offenders. Through class discussion and debriefing after each role play, simulation, or activity, the effectiveness of various de-escalation techniques are examined with the facilitator highlighting those techniques that are most appropriate and effective.

#### **Baby Boomers vs.**

"Generation X" and "Baby Boomer" employees approach work related issues with different styles and attitudes. This training is designed to make staff aware of the differences in order to bridge the generation gap and promote teamwork.

#### **Back to the Basics**

Juvenile Security Training program designed to train Juvenile Supervisors, Sergeants and up, including Superintendents and Assistant Superintendents in identifying the five levels of emergency, proper notification and documentation procedures, and activating a command center. Other topics include Juvenile Use of Force, Management for Leaders, Back to the Basic Security, and table topic scenarios dealing with recent scenarios that have take place in Juvenile facilities.

#### **Basic CPR/First Aid/AED Instructor**

This course is designed to train staff as Basic CPR/First Aid Instructors in the proper procedures and up to date techniques for Adult Basic CPR, First Aid and AED at their respective facilities. If required, they will be able to co-instruct at other facilities as needed.

Prerequisite: Must be currently certified in CPR & First Aid

#### **Chaplain and Community Involvement Training**

This workshop will teach Chaplain and Community Involvement staff at CTI New Castle. This training will involve some evening training.

#### **Coaching I Workshop**

This workshop defines and emphasizes a Correctional Supervisor's role as a coach. The training focuses on communication, commitment, and how to motivate employees. This is a hands on, interactive workshop with video scenarios to illustrate the topics.

#### **Coaching II Workshop**

Coaching II will build on the fundamental motivational techniques presented in Coaching I. Coaching II will emphasize supervisory skills including: assessing volatile situations; advanced verbal de-escalation techniques; how to conduct an effective Use of Physical Force Debriefing; and, "professionalism" that promotes positive attitudes from staff.

#### CPR/First Aid/AED Instructor Trainer/Trainer (ITT)

This is a two-day course to train and certify Basic level CPR/First Aid Instructors as Instructor Trainers. As an Instructor Trainer they will be able to instruct, train, and certify other staff as Basic CPR/First Aid/AED instructors.

#### **Customer Service and Telephone Etiquette:**

This workshop is intended specifically for IDOC Clerical/Administration Support staff and will focus on techniques for dealing interpersonally with staff and the public (the "customer"). This workshop will also cover guidelines for proper telephone usage and the handling of various types of telephone calls.

#### **Custody Supervisors Training**

This training will provide custody supervisors information on emergency response operations, preparing master rosters, Re-entry overview, human resource issues, security issues, post order, and investigations.

#### **Excel 2003 Basic Computer Training**

At the end of this class, participants will be able to create worksheets by entering text, values, and formulas. They will be able to change Excel's appearance through cell formatting, and prepare a document for printing.

#### **Excel 2003 Intermediate Computer Training**

Upon completion, participants will be able to sort and filter data, create and modify pivot tables, as well as create, modify, and format charts. They will also learn to add, format, and use graphics to enhance worksheets and charts.

#### **Excel 2003 Advanced Computer Training**

Upon completion, participants will be able to utilize advanced features of Microsoft Excel, including working with multiple worksheets, consolidating and analyzing data, advanced formula construction, and an introduction to Macros. **Prerequisite:** In order to attend Excel 2003 Advanced, participants must complete the Excel 2003 Basic and Excel 2003 Intermediate computer-training courses.

#### Field Training Officer/On Job Training (FTO/OJT) Training for Trainers

One-day course designed to train Field Training Instructors to train Field Training Officers in effective trainer techniques for On-the-Job training. The entire process of teaching a new employee a skill is explored; how a performance checklist is developed and used for on-the-job training; identification of the nine critical components of a performance checklist; and, the six (6) steps involved in the Field Training Officer process.

#### **Hepatitis C Workshop**

This one-day workshop will be instructed by either Roche Pharmaceuticals or MATEC. Issues surrounding Hepatitis C will be presented to healthcare staff during the workshop.

#### **House Bill 1437**

Indiana Code 11-8-2-8 states that the Department shall provide training (a minimum of six hours) to employees who interact with persons with mental illness, addictive disorders, mental retardation, and developmental disabilities concerning the interaction, to be taught by persons approved by the secretary of family and social services, using teaching methods approved by the secretary of family and social services and the commissioner. Based on statutory obligations, the Division of Staff Development and Training is offering this program to assist facilities in meeting the mandatory training requirements established under Indiana Code 11-8-2-8. The instructors, materials, and teaching methods have been approved through all necessary channels.

#### **Intermediate Supervisory Leadership Course (ISLC)**

This three day training course is part of the continuum of training for Correctional Supervisors. ISLC provides additional skills and supplements to the BSLC training that is a prerequisite to the ISLC. Topic Covered: Time Management, Planning and Organization, Goal Setting, Delegation, Staff Motivation, Career Development, Managing Difficult Co-Workers, Conflict Management, Coaching, Traits to Become an Effective Leader.

#### **Internal Affairs Workshop**

An entry level program targeting Correctional Staff interested in the Investigative field. This program will provide instruction regarding Basic Correctional Investigative Techniques and expand opportunities for Correctional staff to obtain certification and qualify for investigator positions.

#### **Lady Justice: Offender Legal Research Assistant Training**

This training will provide a general overview of the legal system, the appellate process, legal research, legal writing, and constitutional law. Participants will earn certification. Offenders completing this training will be certified to assist other offenders with legal research.

#### **Leadership Development Competencies**

Leadership Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Team Building, Collaboration, Problem Solving and Decision Making, Managing Change, and Strategic Thinking. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

#### **Managing Multiple Projects**

This workshop is intended for IDOC Clerical/Administrative Support staff and will cover techniques for managing multiple projects. Topics covered include establishing priorities, meeting deadlines, planning and organizing, and time management.

#### **MATEC HIV Workshop**

MATEC instructors will present this two-day workshop. The workshop will cover HIV basics, counseling, treatment and support, and discharge planning.

#### MATEC Juvenile HIV/STD Workshop

This workshop will be presented by the Midwest Aids Training and Education Center (MATEC). The focus will be on HIV, STDs, and youth HIV and substance abuse.

#### **Media Madness**

A mandatory interactive workshop for all Facility Public Information Officers/Assistant Public Information Officers. Assistant Superintendents may attend at their discretion. Participants will gain additional knowledge in Press Releases, Meeting with The Media, Media Interviewing, and Dissemination of Information to All Facility Staff.

#### **Mid-Management Leadership Course (MMLC)**

This three day training course is the third in the leadership continuum. This course helps experienced managers to continue to develop skills learned in the ISLC and the BSLC. It also familiarizes managers with presentation skills and how to format decisions briefings. Topics Covered: Concepts of Leadership and Teams in Corrections, Role of Innovation, Becoming an Agent for Change, Team Development and Problem Solving, Problem Solving Skills, Formatting a Decision Briefing, Career Development, Presentational Skills and Corrections, General Causes of Resistance to Change, and Eight Guidelines for Managing Change.

#### Midwest Aids Training and Education Center (MATEC/HIV)

This is a two-day comprehensive seminar and clinic-based educational program taught by physicians and other health care professionals with clinical HIV expertise. The agenda is as follows: 1. HIV the Basics; 2. HIV Presentation Counseling; 3. HIV Treatment and Support; and 4. Discharge Planning.

#### **Moving on Up!**

Making the change from peer to supervisor is never easy. New managers may find themselves struggling to find a balance between old coworker relationships with their new management responsibilities. This training program is designed to help participants make a successful transition from "coworker" to "manager" through the presentation of four proven strategies that will facilitate a new supervisor's changing workplace relationships.

#### Order in the Court: Screening and Hearing Officer Certification

This training will provide training in administering the IDOC Offender Disciplinary Policy. Participants will obtain the skills necessary to screen and conduct hearings involving violations of the IDOC disciplinary policy and gain an understanding of the legal system and relevant constitutional law. Participants will earn certification to conduct disciplinary screenings and hearings.

#### **Organizational Development Competencies**

Organizational Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics, Vision and Mission, Self Awareness, Managing the External Environment, Power and Influence, Strategic Planning and Performance Management. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

#### Personal Accountability in a Professional Environment

The ability for staff to accept responsibility is important to both their personal and professional success, and the success of the Department. This workshop will teach staff how to develop a "can do" attitude to build their confidence, accountability, and competency. Staff growth ultimately leads to organizational growth.

#### **PLUS Unit Training**

This course is mandatory training for all staff assigned to work on a PLUS unit. Course will consist of a presentation about the history of the program, purpose, goals, curriculum overview, eligibility criteria, and evaluation criteria. There will be breakout sessions for chaplains, counselors, casework managers and correctional officers. Following the training at CTI there will be a tour of the PLUS unit at CIF.

#### **Power Point Basic**

Upon completion, participants will be able to open a presentation, create Title and Bullet slides, modify slide text, select and utilize templates, and work with Drawing Tools. They will also learn to use and insert tables, ClipArt and WordArt while exploring Slide Show options such as transitions, animation, presentation and printing.

#### **Power Point Level II**

Upon completion, participants will be able to utilize many advanced features of PowerPoint, including creating templates, working with multimedia, and various additional PowerPoint features. **Prerequisite:** In order to attend PowerPoint Level II, participants must complete the PowerPoint Basic computer-training course.

#### **Professional Development Competencies**

Professional Development Competencies is designed to provide supervisors and managers with the competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Interpersonal Relationships, Oral and Written Communication, Motivating Others, Developing Direct Reports, and Managing Conflict. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

#### **Property Officer Training**

This two day workshop is designed to teach Property Officers procedures to be followed to ensure that offender's property is cared for in a professional and legal manner.

#### **Re-Entry Training**

This training is intended to provide unit team staff with a detailed overview of the Indiana Department of Correction Re-Entry Process. Topics included in the training are: Overview of the "Transition from Prison to Community" model developed by the National Institute of Corrections, overview of re-entry policy and procedure, development of re-entry accountability plans (RAP), and conducting RAP reviews.

#### **Sexual Harassment Prevention**

This workshop is intended for DOC Supervisors and will cover the enforcement of sexual harassment policies and laws in the workplace. This workshop will include scenarios to help supervisors prevent, identify and effectively deal with sexual harassment.

#### **Sexual Misconduct and Other Unethical Behavior Workshop**

The workshops will combine portions of last year's "Sexual Misconduct" and "Ethical Dilemmas" workshops. Topics covered include red flags and warning signs, ways staff get involved in unethical behavior, and prevention strategies.

#### **Strategic Shooting with a Camera**

This workshop will cover proper video and still camera usage to ensure situations, events and evidence and properly photographed/recorded. Recording of crime scenes, use of physical force, use of restraint chairs, and cell extraction recording will also be covered during the workshop.

#### **Supervising High Risk Juvenile Offenders**

This workshop is designed to give participants an overview of how to work safely and effectively with violent/hostile juvenile offenders.

#### <u>T for T for Correctional Management - Foundation Skills for Trainers</u>

This program will develop the preparation, presentation and platform delivery skills needed to conduct training using established curricula. Focus areas include the needs and characteristics of adult learners, learning styles, the role of the correctional trainer, managing a learner-centered training environment, asking and responding to questions, facilitating lesson plans, teaching to performance objectives, and basic instructing methods.

#### **Understanding and Managing Adolescent Behavior**

This workshop provides participants with the knowledge and skill to understand what can be expected of adolescent behavior. This training will show how to appropriately relate to that behavior in their role as a professional correctional employee from a therapeutic perspective and as an adult role model.

#### **Unit Team Phase III "Team Me"**

This facilitation is an interactive discussion of the Unit Team's mission in teaming offenders and what each Unit Team Member brings to the team. Hands on exercises include "Team Me" with virtual teaming and "RAP"ing. Each facility would participate by submitting at least one Team of six staff members to the training; facilities may send two teams of six. This phase will additionally emphasize the role Parole plays in the UTM process.

#### Verbal Judo

This workshop is designed around the "Verbal Judo" techniques of George J. Thompson. This workshop will cover ways to use words instead of actions to achieve goals, ways to maintain professionalism in conflict situations, and ways to speak to others without causing or escalating conflict.

#### Video Production Workshop: Planning a Video

This workshop will focus on video pre-production. Elements will include developing video concept, planning, scripting, and storyboarding.

#### <u>Video Production Workshop: Producing a Video</u>

This workshop will focus on video production. Elements will include camera, lighting, sound, location, and acting techniques.

#### Video Production Workshop: Editing a Video

This workshop will focus on video post production. Elements will include recording narration, selecting background music, sound mixing, and editing. Using the above techniques, participants will help produce a take home training video.

#### **Workplace Violence**

Workplace violence (non-offender related) can occur at anytime and can have serious consequences. This workshop is designed to cover issues around workplace violence including warning signs, domestic violence and stalking, and ways to safeguard your work area.

#### **Workplace Harassment**

This is a 3.5 hour training designed to cover supervisors' responsibilities in prevention and reporting of workplace harassment. Topics covered during this program include: definitions of workplace harassment; factors the courts use to determine if an unlawful hostile work environment exists in an organization; examples of risky workplace behavior; State of Indiana's Workplace Harassment Prevention Policy; and ways a supervisor can prevent harassment in the workplace.



The Indiana Department of Correction hosted the first Statewide Trainers Conference at the Correctional Training Institute. The above photo is the official 2007 Staff Development & Training Division Photograph.



CORRECTIONAL TRAINING INSTITUTE 2050 NORTH COUNTY ROAD 50 EAST NEW CASTLE, IN 47362 765/521-0230 PHONE 765/521-0595 FAX

#### **WEB SITES:**

www.in.gov/indcorrection/divisions/sdt.htm

www.in.gov/indcorrection

http://www.in.gov/indcorrection/reentry/

http://isd.state.in.us/spd/training/oatcp.htm

#### **OUR VISION**

Provide a learning environment that reflects current research, best practices, creative methodologies, and enthusiastic, knowledgeable, and dedicated trainers to promote optimum knowledge and skill attainment.